

INSTRUCTIONS FOR COMPLETING DHS SERVICE CONTRACTS

INFORMATION REGARDING CONTRACT NUMBERS:

1. The Bureau of Contract Management (BCM) Numeric Logging System: BCM initially assigns each new contract a unique BCM log number for purposes of identification and tracking through the contract process. The log number is located at the top left hand of the contract.
2. Official State Contract Numbers for Completed Service Contracts: A completed service contract receives an official State contract number from BCM or State Finance after all signatures have been obtained. The general rule is that BCM assigns the number for client service contracts while State Finance at the Capitol, assigns numbers for vendor (commodities) contracts. This number is the unique identifier for each contract and is required and utilized for payments through USSDS and FINET. The contract number is located on the top right side of completed contracts. Note that the USSDS system is generally used for client service contracts and FINET for vendor contracts.

THE INSTRUCTIONS FOR PREPARATION OF A DEPARTMENT OF HUMAN SERVICE (DHS) SERVICE CONTRACT ARE ON THE EZ FORM – DHS SERVICE CONTRACT FORM LOCATED AT http://www.hsofo.utah.gov/contract_forms.htm.

KEY THINGS TO REMEMBER FOR SERVICE CONTRACT DRAFTS TO BE ACCEPTED BY BCM.

1. All drafts must be sent to the BCM email address (bcm@utah.gov).
2. All attachments must be received the same business day the draft is emailed or the contract draft will be returned without being processed.
3. A W-9 form must arrive in BCM with the attachments. The W-9 needs to have a signature less than 1 year old.
4. If the contract is a sole source, the sole source must arrive as an attachment to the contract.